



Pre-Application Conference (PAC) Request Form

The purpose of a pre-application conference is to meet the City staff that will be involved with your development and identify general issues that need further analysis. Along with the discussion of these major issues, staff will talk about the development process, distribute necessary information and discuss what permits will be required for your particular development. This meeting is in no way a complete review of your project. Staff will perform a formal thorough review once the minimum requirements are submitted for your particular development.

Contact Information:

Name _____ E-Mail Address _____

Phone Number _____ Fax Number _____

Development proposal for subject property (type of business, square footage, etc.):

Property Owner: _____

Address / Location _____

Legal Description _____

Minimum Submittal Requirements by the Wednesday before the PAC.

1. Site plan, if applicable (2 copies).
2. Survey of property or key map showing location.

Please fax form to 979.764.3496 or e-mail to bgeorge@cstx.gov
Upon receipt you will be contacted to schedule a pre-application conference.